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Approved For Release 2002/02/11 : CIA-RDP78-04787A000100040010-1

DRAFT: [REDACTED]

6 June 1966

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MEMORANDUM FOR: Deputy Director for Support

SUBJECT : Study of Space Requirements 1975-80 Period

REFERENCES : (a) Memo dtd 13 Aug 65^(DD5-65-3825) to D/L
fr DDS, on subject
(b) Memo dtd 31 Aug 65^(DD5-65-4110) to DDS fr D/L,
same subject

1. This memorandum contains ~~a~~ recommendation for your approval; such recommendations ^{are} ~~is~~ contained in paragraph 10 ~~2~~

2. In reference (a) you directed an in-house study of Agency space requirements for use as a planning base for expansion of the Langley Headquarters and asked for an outline of space factors to be used. Reference (b) outlines the guidelines and time frame of the space study.

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[REDACTED] PROCEDURE FOLLOWED

3 a. In developing ~~the completed~~ space requirements for the 1975-80 period in the Langley area the following departmental functions were excluded for the reasons indicated: (Note: We will staff out all these prior to final draft).

Approved For Release 2002/02/11 : CIA-RDP78-04787A000100040010-1

SECRET

Approved For Release 2002/02/11 : CIA-RDP78-04787A000100040010-1

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(1) NPIC

(2) Certain Security functions at [REDACTED]

25X1A

(3) Beachhead space in Rosslyn for applicant processing ?

(4) Certain functions at [REDACTED]

25X1A

(5) Any others, [REDACTED]

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sample?

b. For all other departmental activities, office type space requirements were computed by the use of uniform space standards and criteria devised for that purpose. The number of work positions (where different from the number of personnel on duty) were used as the basis of our computations. For special purpose (non-office) space we followed generally the standards of the General Services Administration (GSA) modified as appropriate to meet the unique needs of this Agency. The categories of special purpose space as used in this study are at Attachment A.

c. The results of our computations have been reviewed with the concerned Directorates. (Note: This is now being done).

THE RESULTS OF SPACE REQUIREMENTS STUDY

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4. a. Our computations of departmental space for the 1975-80 period show a ^{net} requirement of 1,915,485 square feet. The present Headquarters building (including the printing services annex)

but no difference here between GROSS & NET

Approved For Release 2002/02/11 : CIA-RDP78-04787A000100040010-1

SECRET


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contains approximately 1,050,000 square feet so that approximately 865,000 square feet of new construction will be needed to ~~(properly)~~ house ^{appropriate} all departmental activities in the Langley area.

b. The following table summarizes the computed space needs for the 1975-80 period and Attachment B shows a more detailed breakdown by office.

	TOTALS		Percent Increase Over FY 1966	
	Space	Work Positions	Space	Work Positions
O/DCI	65,125		*05	*03
DDI	438,490		*18	*26
DDP	549,810		35 *11	*07
DDS&T	258,075		*61	*74
DDS	603,985		*15	*18
TOTALS	1,915,485		*19	*21

these data to be modified somewhat on basis of current review work

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5. a. While there are wide variations ^{Within and among} between the Directorates ~~(and individual offices)~~ as to the rate of increase for 1975-80 period, it is believed that computed space requirements are valid as to the total amount, although some adjustments between Directorates and individual offices may be in order at a later date.

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SECRET

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Such adjustments can be further identified and refined through additional planning and during the course of architectural adaptation of [REDACTED] building configurations

b. The rates of increase for Directorates and offices correspond generally with the estimates for personnel increase contained in the FY 1972 programs. *as opposedly what?*

c. For those offices showing an increase in work positions or space of 25 percent or over, a brief explanation follows:

(1) (NOTE We are working out this list and statement of explanation with the offices concerned).

(2)

WHAT REMAINS TO BE DONE

9. [REDACTED] ~~EXCLUDED~~ There have been preliminary discussions with the Directorates on [REDACTED]

[REDACTED] space allocations, locations, and other arrangements *involved in long range plans* These discussions tend to move into areas beyond the scope of the Space Requirements Staff involving architectural and engineering considerations and, of course, the basic decision on the concept of additional construction in the Langley area. The back-up material held by Space Requirements Staff identifies

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SUBJECT: Study of Space Requirements 1975-80 Period

the number of ~~rooms~~ ^{enclosures} required for offices, conferences, files and other support space as well as our needs for special purpose space for computer operations, control, training, communications and service areas and other special requirements. These data are in a form suitable for development into a summary space directive [for use by an A&E firm in the design and construction of additional building(s)].

7. Before preparing such a space directive much remains to be done following the basic decision to proceed toward ultimate construction of the additional building(s). We will need to undertake studies and planning covering:

a. Feasibility and costs data to assist in determination of the number and types of buildings, their general configuration, location, access traffic networks, and any necessary modifications of existing space [REDACTED]

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b. Space layouts to accommodate each departmental activity (in new building(s) or present Headquarters Building) including consideration of ^{long range operational plans} ~~support~~ and functional relationships and potential common or related use of special purpose space.

c. Transportation and communication arrangements within and between buildings.

d. Coordination of Agency plans for any additional construction with the General Services Administration (GSA) and the Advisory Committee on Federal Buildings in the National Capital Region established by GSA Bulletin EPMR No D-515 dated 7 February 1966. The GSA is responsible, with the advice of the Advisory Committee, for development of long range plans for federal office space in the National Capital Region.


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SECRET

SUBJECT: Study of Space Requirements 1975-80 Period

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 7. Cost estimates, explanations and justifications for the necessary funds.

8. To accomplish these tasks we propose to add certain architectural and engineering assistance to the space requirements staff and reconstitute it as the Building Planning Group. Contractual employment of such assistance is required for the technical aspects of the work. Funds in amount of \$99,960. were requested as "unbudgeted requirements" in FY '67 to cover the costs of eight contract employees as the nucleus of the building planning group.

add → Time Estimate of duration

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FP9

 That construction is less expensive than rental of equivalent space is clearly demonstrated by our own studies and the findings of GSA. Construction costs are rising gradually each year. Of course, other factors such as administration policy and the status of the current construction boom must affect the basic decisions.

10. Recommendations:

a. Approval of the concept of construction of additional building(s) in the Headquarters area containing approximately 850,000 square feet of net space. 6.

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SUBJECT: Study of Space Requirements 1975-80 Period

b. ~~Approval to~~ ^{ion of} Activate a Building Planning Staff ^{Group}

within the Office of Logistics with representatives from each of the major Directorates and from other offices as appropriate.

c. Authorization for employment of contract architects ^{and engineers} as necessary to assist the Building Planning Staff. [REDACTED] ILLEGIB

d. Direct the Building Planning Staff to ^{undertake the additional} [REDACTED] ILLEGIB
studies and detailed planning required, including coordination as appropriate with [REDACTED] ILLEGIB
the GSA and the Advisory Committee on Federal Buildings in the National Capital Region and to develop specific proposals covering:

(1) Number, types, and configuration of additional buildings with appropriate alternative for consideration.

(2) Space layouts to house departmental functions.

(3) The detailed data, cost estimates, explanations and justification needed to secure the Bureau of the Budget and Congressional authorizations and funds for the design and construction of additional building(s).

(4) A summary space directive identifying the amount and characteristics of the additional space ⁱⁿ /form appropriate for the design of the additional building(s) by an A&E firm.

GEORGE E. MELOON
Director of Logistics

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APPROVED: _____
Date

R. L. BANNERMAN
Deputy Director
for Support

2 Atts

Att A: Title

Att B: Title

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MISSING PAGE

ORIGINAL DOCUMENT MISSING PAGE(S):

ATTACHMENTS

Approved For Release 2002/02/11 : CIA-RDP78-04787A000100040010-1
MEMORANDUM FOR: *APPL return to*
D/L [REDACTED]

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- ① The D/L requested John Clarke *to* review personnel data in this paper.
- ② Wals [REDACTED] acting for Clarke stated the figures are reasonably accurate (see pink routing sheet).
- ③ G/RE & C requesting approval of paper by D/L & proceed with (DATE)

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open planning *EO. 6/2/66*

Note for [REDACTED]

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1. Attached is a first draft to establish the framework for the Report on space needs for the 1975-80 period. Obviously, we need to polish the language and fill in the additional data as indicated in the draft.

2. The purpose of the present draft is to secure approval at the D/L level of the framework and general content of the Report to be prepared after we have completed some of the current discussions with the components. As mentioned in the last weekly report, we desire a meeting with D/L to discuss the attached Draft. Would you please review the attached and, if you agree, set up a meeting with D/L on this subject.

[REDACTED]

25X1A

*I am available for any
discussion at your convenience*

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